

Sample Letter for Property Manager



CITY HALL
33325 8th Avenue South • PO Box 9718
Federal Way, WA 98063-9718
(253) 835-7000
www.cityoffederalway.com

December 18, 2009

Rosilee Hernandez
Silver Shadow Apartments
27606 Pacific Highway So
Federal Way, WA 98003

Dear Ms. Hernandez:

Costs seem to keep going up even while the economy struggles. It's time to look for easy ways to save money. The City of Federal Way Solid Waste and Recycling Division has a no-risk suggestion: **start recycling at Silver Shadow Apartments!**

NO COST: Federal Way's garbage and recycling contract entitles multi-family complexes to no-cost recycling service. Recycling means no longer paying for disposal of cardboard from maintenance and new move-ins, paperwork from the office, residents' mail, water bottles, pop cans, newspapers and more!

The City of Federal Way provides you with support and resources that make implementation of recycling easier. Plus, we can provide education and signage to reduce the potential contamination.

POTENTIAL SAVINGS: Currently your complex has six (6) 8-yard garbage containers that are serviced once a week which costs approximately \$28,869.84 per year plus taxes and fees. Complexes such as yours have been able to recycle 10-50% which could provide thousands of dollars worth of savings with decreased garbage service.

	Current	Recycling Option 1	Recycling Option 2	Recycling Option 3
Enclosure 1	1 - 8yd Garbage	1 - 6yd Garbage 4 - 96gal Recycle	1 - 6yd Garbage 4 - 96gal Recycle	1 - 6yd Garbage 4 - 96gal Recycle
Enclosure 2	1 - 8yd Garbage	1 - 6yd Garbage 4 - 96gal Recycle	1 - 6yd Garbage 4 - 96gal Recycle	1 - 6yd Garbage 4 - 96gal Recycle
Enclosure 3	2 - 8yd Garbage	1 - 6yd Garbage 1 - 8yd Garbage 4 - 96gal Recycle	2 - 6yd Garbage 4 - 96gal Recycle	1 - 8yd Garbage 1 - 4yd Recycle
Enclosure 4	2 - 8yd Garbage	1 - 6yd Garbage 1 - 8yd Garbage 4 - 96gal Recycle	2 - 6yd Garbage 4 - 96gal Recycle	1 - 8yd Garbage 1 - 4yd Recycle
Weekly Capacity	48 cubic yards	48 cubic yards	44 cubic yards	40 cubic yards
Recycling Rate	0%	17%	18%	30%
Annual Cost (before taxes)	\$28,869.84	\$25,021.68	\$23,098.00	\$17,322.48
Annual Savings with Recycling	\$0.00	\$3,848.16	\$5,771.84	\$11,547.36

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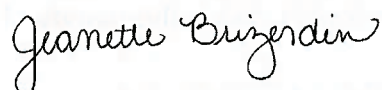
Please note that annual costs listed above are calculated based on 2009 rates. Garbage costs increase each year, so future savings from recycling will be even higher. Also, container sizes listed above are only suggestions and examples of cost savings. Updates to these proposed container sizes can easily be made based on your complex's needs.

FREE RESOURCES: To promote recycling, the City of Federal Way will provide a variety of free resources available when launching your recycling program and for ongoing support (samples are included in this packet). This piece is essential in communicating and involving your residents in the new recycling program.

- ☐ Recycling flyers in multiple languages
- ☐ Custom letters to your residents
- ☐ Signage for the containers and/or enclosures
- ☐ Recycling tote bags for residents to store and carry items
- ☐ Articles, updates, and recycling tips for your complex's newsletter
- ☐ City staff presentations or information booth at special events
- ☐ Assistance troubleshooting any related issues

I will follow up with you in the next week to review this letter and answer any questions you have about implementing recycling at your complex. In the meantime, you are welcome to contact me at 253.835.2771 or jeanette.brizendine@cityoffederalway.com. I look forward to working with you.

Sincerely,



Jeanette Brizendine
Recycling Project Manager



Multi-family Outreach Materials

Recycling Bags, Flyers and Letters for Residents:



Recycling Container Lids, Decals and Locks:



RECYCLABLES ONLY
SOLO RECICLABLES



Recycling Enclosure Posters:





Multi-family Recycling Tote Bag



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Residential Recycling Guidelines

Please Empty Clean Recyclables Out of Bags and Boxes Into Your Recycling Container So That They Can Be Easily Sorted. **If In Doubt, Throw It Out!**



Recycle These Clean Items



**Clean Paper
Paper Food Containers**



Clean Scrap Metal



**Plastic Bottles, Jugs,
Dairy Tubs**



Glass Bottles, Jars



Aluminum & Tin Food Cans

Clean Paper

Flattened cardboard (limit 2X3 ft)
Newspapers, inserts
Magazines, catalogs
Phonebooks
Paperback books
Mail
(Window envelopes OK)
Paper bags, food boxes

Paper Food Containers

Clean paper cups
Milk & juice cartons
Juice boxes
Frozen food boxes

Clean Plastic

Bottles, jars, jugs (food, detergent, shampoo, vitamins, etc.)
✓ Labels OK
✓ No lids or caps
Dairy tubs (Yogurt, cream cheese, etc.)
✓ No lids or caps

Clean Metal

Aluminum & tin cans
Scrap metal
✓ Limit 2X2X2 ft, 35 lbs

Glass

Bottles & Jars (All colors & sizes)
✓ Labels OK
✓ No lids or caps

**Garbage In,
Garbage Out!**
Recycling that contains garbage will be charged as extra garbage.

Electronic and Hazardous Waste

Fluorescent tubes and bulbs, electronics (computers, cell phones, TVs etc.), rechargeable batteries, and hazardous products (cleaners, solvents, etc.) **do not go in the recycling or garbage.** Safe disposal information: wmnorthwest.com or 1800recycle.wa.gov.



Not Accepted



Food residue, garbage
Plastic bags
✓ Reuse or recycle at grocery stores
Styrofoam containers, packing
Styrofoam peanuts
✓ Can be reused at mailing houses
Paper towels, plates, napkins
✓ OK in yard waste cart
Shredded paper
✓ OK layered in yard cart
Disposable diapers, rags
Plastic take-out containers
Plastic trays (bakery, meat, etc.)
Plastic cups, plates, utensils
Prescription vials
Food wrap
Toxic containers (paint, oil, antifreeze, pesticides, etc.)
Aluminum foil, foil trays
Aerosol cans
Needles, syringes
Sharp or greasy items
Knives, scissors
Ceramics, dishes
Light bulbs, windows, mirrors

Reducing Waste is Even Better Than Recycling!

Before you buy, use or discard an item, ask yourself:

- Reduce:** Can I buy this with with packaging?
Reuse: Can I or someone else use this again?
Recycle: Can I recycle this after I use it?
Buy Recycled: Can I get this item with recycled content?



More information:
www.wmnorthwest.com
1-800-592-9995



Think Green.

Normas para el reciclaje residencial

Por favor vacíe los productos reciclables de las bolsas y cajas en su contenedor de reciclaje para que puedan ser separados con facilidad. **Si tiene dudas, ¡deséchelos!**



Recicle estos artículos limpios



Papel limpio
Recipientes de papel para alimentos



Desechos de metal limpio



Plástico Botellas, frascos y jarras, Envases de productos lácteos



Botellas y frascos de Vidrio



Latas de aluminio o estaño



Desechos electrónicos y peligrosos

Tubos y bombillas fluorescentes, artículos electrónicos (computadoras, teléfonos celulares, televisores, etc.), las baterías recargables y productos tóxicos (limpiadores, solventes, etc.) **no van en el reciclaje ni en la basura.** Información para una eliminación segura: wmnorthwest.com o 1800recycle.wa.gov.

Papel limpio

Cartón aplanado (dimensiones 2x3 pies)
Periódicos, suplementos
Revistas, catálogos
Guías telefónicas
Libros en rústica
Correspondencia (los sobres de ventana están bien)
Bolsas de papel, cajas de alimentos

Recipientes de papel para alimentos

Vasos de cartón limpios
Cajas de leche o jugo
Cajas de jugo
Cajas de alimentos congelados

Plástico limpio

Botellas, frascos y jarras (de comida, detergente, champú, vitaminas, etc.)
✓ Puede dejar la etiqueta
✓ SIN tapas o tapones
Envases de productos lácteos (yogurt, queso crema, etc.)
✓ SIN tapas o tapones

Metal limpio

Latas de aluminio o estaño
Desechos de metal
✓ límite de 2x2' y 35 libras

Vidrio

Botellas y frascos (De todos los colores y tamaños)
✓ Puede dejar la etiqueta
✓ SIN tapas o tapones

¡Basura que entra, basura que sale!
Por los contenedores de reciclaje que contengan basura se cobrará un cargo extra por basura.

No recicle



Resíduos de comida, basura
Bolsas de plástico
✓ Vuelva a utilizar o recicle en las tiendas de abarrotes
Contenedores de poliestireno, embalaje
Bolitas de poliestireno
✓ Pueden ser usadas nuevamente en las terminales de despacho
Toallas desechables, platos, servilletas
✓ Está bien si se colocan en el carrito para desechos de jardín
Papel triturado
✓ Está bien si se coloca en capas en el carrito para desechos de jardín
Pañales desechables, trapos
Recipientes para llevar comida y bandejas de plástico
Bandejas de plástico (de pan, carne, etc.)
Vasos de plástico, platos, utensilios
Frascos de medicina
Plásticos para envolver comida
Recipientes de materiales tóxicos (pintura, aceite, anticongelante, pesticidas, etc.)
Papel de aluminio, bandejas de papel aluminio
Latas de aerosol
Agujas, jeringas
Objetos filosos o con grasa
Cuchillos, tijeras
Cerámica, platos
Focos, cristales de ventanas y espejos

¡La reducción de desechos es mucho mejor que el reciclaje!

Antes de comprar, usar o desechar un artículo, pregúntese:

- Reducir:** ¿Puedo comprar este producto con menos embalaje?
Reutilizar: ¿Podemos, yo o alguna otra persona, usar esto otra vez?
Reciclar: ¿Puedo reciclar esto después de usarlo?
Comprar Reciclado: ¿Puedo obtener este artículo con contenido reciclado?



Mayor información:
www.wmnorthwest.com
1-800-592-9995



Think Green.

Sample Letter for Residents

Waterbury Park Apartment Homes

*32905 19th Place South
Federal Way, WA 98003
(253) 874-2322~ Office*

Dear Resident,

You spoke and we listened!

Upon request of our residents, Waterbury Park Apartments is proud to offer recycling. We have blue recycling carts located near each compactor for your convenience. To get you started, we have included a recycling flyer and a recycling tote bag.

WHAT IS RECYCABLE?

The only items that are accepted for recycling in the blue carts are paper (all types), newspaper, cardboard, plastic bottles & jugs, glass bottles & jars, metal cans and scrap metal. Please see the attached flyer for additional details.

HOW DO I GET STARTED?

Place your recycling tote bag in your apartment to collect recyclables. When full, carry it to one of the blue recycling carts, empty and take it back to fill again. Please stop by the office if you would like another bag.



WHY RECYCLE?

Recycling helps keep disposal costs low, creates jobs and helps the environment. If garbage is placed in the recycling, it contaminates it and the entire load may have to be thrown away. Please help by only recycling the proper items.

WHAT ABOUT GARBAGE?

Garbage can continue to be put in the compactors. Please do not put liquids or hazardous materials in the garbage. You are responsible for disposing of bulky items like mattresses and furniture – you will be charged if items are left on the property.

WHAT ABOUT HAZARDOUS MATERIALS?

Items such as televisions, fluorescent lights, cell phones, propane tanks, rechargeable batteries, cleaners and automobile fluids (oil, fuel and antifreeze) cannot be thrown in the garbage and must be taken off-site. Please visit govlink.org/hazwaste/house or 206.296.4692 for details.

WHO DO I CONTACT WITH RECYCLING QUESTIONS?

If you have questions about recycling, please contact the City of Federal Way Recycling at 253.835.2771 or jeanette.brizendine@cityoffederalway.com.

Regards,
Waterbury Park Apartment Homes

Printed on recycled paper 

Sample Letter for Residents



Dear Resident,

PLEASE NOTE: IMPORTANT CHANGES IN GARBAGE AND RECYCLING

Thank you for continuing to recycle and dispose of your garbage properly. Rainier Meadows Apartments, in partnership with City of Federal Way, are committed to offering recycling opportunities, as well as ensuring the materials are recycled.

Due to the high amount of contamination in the recycling area, this area will be locked effective immediately. To access the recycling area, please use the code 2-7-7-1. If you forget this code, check your recycling tote bag or the posted guidelines for the last four digits of the phone number for City of Federal Way Recycling.

Please keep the recycling enclosure locked. If left unlocked, garbage could be placed in the container which would contaminate the entire load. Not only would this material not be recycled, but it is costly to dispose of it as garbage. The more material that is recycled, the lower the complex's garbage bill and the less you will have to pay through future rent increases.

Attached you will find a recycling guidelines flyer and recycling tote bag. Please refer to the recycling flyer for the items that are currently accepted: newspaper, mixed paper, junk mail, cardboard, plastic bottles, glass bottles & jars, metal cans and scrap metal. Please use the recycling tote bag to collect and carry items to the recycling. Empty the contents into the recycling container and take it back to fill again. Ask the office if you need a second bag.

Garbage will continue to be collected in the compactor. Please do not place liquids or hazardous materials in your garbage. Residents are responsible for properly disposing of bulky items like mattresses and furniture – you will be charged if items are left on the property.

Some items contain hazardous materials and cannot be thrown away or recycled on-site. Please refer to the table below for proper disposal of these items:

Materials which are not allowed in the garbage	Disposal information
Fluorescent bulbs and tubes, rechargeable batteries, cleaners and automobile fluids (oil, fuel, antifreeze, etc.)	<i>Hazardous Wastemobile</i> 206.296.4692 govlink.org/hazwaste/house/disposal
Computers, monitors, televisions, cell phones and other electronics and fluorescent bulbs and tubes	<i>Take It Back Network</i> 206.296.4466 takeitbacknetwork.org
Tires, needles and syringes	<i>What Do I Do With...?</i> 206.296.4466 your.kingcounty.gov/solidwaste/wdidw

If you have questions about garbage service, please contact the office at 253.941.2809.

If you have questions about recycling, please contact the City of Federal Way at 253.835.2771.

Regards,

Rainier Meadows Apartments

Rainier Meadows <small>An Investco Management Services Community</small>	29225 Military Road S. Federal Way, Washington 98003	WWW.INVESTCO.COM	T: 253 941 2809 F: 253 941 2876	Investco
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